



WOODFORD PRIMARY SCHOOL

Litchaton Way, Plympton, Plymouth, Devon PL7 4RR
Telephone: 01752 336228 Email: woodford.primary.school@plymouth.gov.uk
Website: www.woodfordprimary.co.uk
Headteacher: Mrs Katie Patrick



APPLICATION FOR EARLY LEAVE FROM SCHOOL

- If for any reason apart from a medical appointment, you would like to request leave for your child, please complete the form and return it to the school office.

To: The Headteacher

Child's Name:

Year:

I wish to apply for leave of absence for my child/ren for the reason supplied below:

Absence Date:Collection Time:

The information I have given on this form is correct.

Signed:Date:

Authorised – The school agrees to your child being absent from school on the date specified above.

Unauthorised – The school does not authorise your request for leave in term time for the following reason:

For office use only:

Authorised / Unauthorised, Current Attendance.....%

Headteacher.....

Date:.....

Entered onto SIMS

